



## MONTANA STATE HOSPITAL POLICY AND PROCEDURE

### CAMPUS PRIVILEGES

**Effective Date:** April 1, 2003

**Policy #:** TX-04

**Page 1 of 4**

- I. PURPOSE:** To provide guidelines for allowing patients access to the hospital grounds with and without direct supervision by staff.
- II. POLICY:** Montana State Hospital (MSH) permits patients to have unsupervised access to certain areas of the hospital grounds when authorized by a patient's treatment team. This privilege is granted when, from a therapeutic perspective, it is appropriate to afford patients greater levels of freedom and evaluate acceptance of responsibility.

The opportunity to be unsupervised on the grounds (Campus Pass) should be contingent upon participation in treatment programs, compliance with hospital and unit rules, and cooperation with others. Campus Pass is granted under the assumption that patients are progressing toward meeting treatment objectives and that they do not present a significant risk to self or others or to run away. The granting of this privilege is a treatment team decision documented by an order written by a prescribing professional. Patients on criminal court order status must also have the approval of the Forensic Review Board and the Hospital Administrator before receiving this privilege.

Patients will not be granted campus unless a photo ID is available for the purpose of patient identification. Photo ID's are normally taken at the time of admission, and updated periodically during the course of hospitalization. In an instance where a patient's religious beliefs preclude taking of a photo ID, the Hospital will maintain current descriptive information including: hair color, hair length, eye color, height, weight, and other physical characteristics.

Recently admitted patients will not be granted campus pass or activities without escort until admission assessments have been completed and a treatment plan for the patient has been developed. Patients may be granted activities with escort prior to completion of the treatment plan.

Persons on Emergency Detention or Court Ordered Detention status will not be granted campus pass or activities without escort. They are permitted to have activities with escort upon approval of the treatment team and notification of the Hospital Administrator.

Patients on civil commitments (involuntary, emergency detention, or court ordered detention) who have pending criminal charges (blue-sheeted) may not be granted Campus

Pass or Activities Without Escort unless the treatment team has obtained authorization from the Hospital Administrator.

### III. DEFINITIONS:

- A. Campus pass: Permits the patient unsupervised access to hospital grounds within the area specified on the attached map of the campus.
- B. Activities with escort means that staff must be with the patients. This should be evaluated on an individual basis and based on acuity of the patient receiving this level. It should be a treatment team decision on the number of staff needed versus the number of patients to be included.
- C. Activities without escort should not be interpreted as campus pass. If this level is given the patient is expected to attend some type of group. It only means the patient can be trusted to attend and return on his/her own.
- D. Activities with telephone confirmation – means that the patient may go to and from activities on the Hospital grounds without supervision, but telephone confirmation will be used to ensure that they arrived at the intended destination within appropriate time frames.
- E. Photo ID – A photograph taken for the purpose of patient identification.

### IV. RESPONSIBILITIES:

- A. Psychiatrist / Physician / Nurse Practitioner - Assess and order specific campus privileges.
- B. Licensed Nurses - Assess, revoke or restrict campus privileges.
- C. Director of Nursing or Hospital Administrator – Adjust curfew times in relation to daylight hours.

### V. PROCEDURE:

- A. An order from a prescribing professional will document that a patient has been granted campus pass or activities with or without escort. Specific conditions related to the type of pass granted will be included in the order and individualized according to the needs of each patient. This includes the length of time granted for campus pass privileges. An explanation of rules and expectations will be provided to patients receiving campus privileges.

- B. Unless otherwise specified in the order, patients on campus pass are required to check in on their treatment unit on an hourly basis so that staff can verify their presence on campus. Treatment teams may permit telephone verification in lieu of physical presence on the unit.
- C. Each treatment team will develop procedures for verifying patient presence during the shift change period, 1445 to 1515 (2:45 pm to 3:15 pm).
- D. Campus privileges may be revoked or restricted by licensed nursing staff in circumstances where it may not be safe to allow the patient to exercise their privileges, or the patient is uncooperative with treatment or Hospital rules. Revocations or restrictions must be documented in the patient's medical record and reviewed by the treatment team at the earliest opportunity. Examples of abuse of privileges are:
  - ◆ Dangerous or disruptive behaviors while on campus pass;
  - ◆ Failure to appear at prescribed employment or other therapeutic activities;
  - ◆ Entering off-limit areas;
  - ◆ Failure to return to the ward by evening curfew;
  - ◆ Unauthorized leave or attempt to leave the grounds without authorization.

The reason for any restrictions or revocation must be explained to the patient.

- E. Patients are prohibited from entering any construction or maintenance areas, employee housing units, or area adjacent to correctional facilities.
- F. Curfew hours will be designated by the Hospital administration. Curfew time will be extended during the summer season when daylight extends later into the evening. Exceptions to curfew hours may be made for patients with an employment schedule that necessitates leaving the ward before breakfast or a return after the evening curfew.
- G. An order for Resident Employment will specify any special provisions for escorting patients to their job or for supervising patients while they are on the job. Unless such provisions are specified, it is assumed that patients may be unsupervised at times while working in Resident Employment programs.

**VI. REFERENCES:** None

**VII. COLLABORATED WITH:** Hospital Administrator, Team Leaders, Nursing Supervisors, Medical Director, Director of Nursing Services, Director of Quality Improvement.

<b>CAMPUS PRIVILEGES</b>	<b>Page 4 of 4</b>
--------------------------	--------------------

## Page 4 of 4

- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Thomas Gray, MD Date  
Medical Director